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**INFORMATIONAL NOTES**

from

Office of the President

November 6, 1975

WESTERN KENTUCKY UNIVERSITY
ARCHIVES

Vol. 7 No. 4

REPORT ON THE MEETING OF THE BOARD OF REGENTS

The Board of Regents met in regular session on October 25, and the following is a summary of items acted on by the Board. Approval was given to the recommended tenure policy with the exception of four points which were referred to the ad hoc committee of the Board for further consideration. The Board approved the area of concentration in Broadcast Engineering Technology, a major in Journalism, and the major in Hotel and Motel Management. The number of graduate hours applicable to the Master's Degree which can be transferred from an accredited institution to Western was increased from 6 to 12 hours.

Among the personnel changes approved by the Board was the naming of Dr. George Masannat as Head of the Department of Government. The recommended guidelines for the awarding of institutional Continuing Education Units (CEU's) was adopted. The Office of the Dean of the Bowling Green Community College and Continuing Education is responsible for recording and reporting CEU's.

COMPREHENSIVE PLANNING FOR KENTUCKY HIGHER EDUCATION

Dr. A. D. Albright, Executive Director of the Council on Public Higher Education, and members of the Council staff will be on campus Monday, November 17, 1975, to discuss the Comprehensive Plan for higher education in Kentucky. The meeting, scheduled for the Regents Conference Room, will begin at 10 a.m. and conclude at 2 p.m. Members of the faculty and staff are invited to participate in the meeting and in the discussion of the issues being considered in the development of the Comprehensive Plan. The meeting will be arranged so that faculty and staff members can attend for any portion suited to their schedule without disrupting the discussion.

COMMITTEES AND STUDIES

At the Convocation opening the 1975 school year, reference was made to the appointment of committees and task groups to study matters of importance to members of the University community. A brief progress report on the developments relating to selected committees is presented for your information.

Patent Committee

The patent policy, as outlined on pages 61-63 of the Faculty-Staff Handbook, provides for a Patent Committee. The following individuals have been appointed and have been

asked to carry out the functions of the Patent Committee:

Dr. E. O. Beal, Department of Biology
Dr. Glenn H. Crumb, Grant and Contract Services
Dr. Robert D. Farina, Department of Chemistry
Mr. Lynn E. Greeley, Ogden College of Science and Technology
Dr. James E. Parks, Department of Physics and Astronomy
Dr. Frank Pittman, Department of Industrial Education and Technology

Retirement System Study

On September 3, 1975, a committee was appointed to study the strengths and weaknesses of the retirement systems in which members of the faculty and staff participate. The Committee has completed the initial phase of its study and has submitted the progress report which is attached as Exhibit I. This report has been transmitted to those studying the matter of employee benefits at the state level. The willingness of the members of the Committee to serve on this Committee is acknowledged with sincere appreciation.

Committee Members:

Dr. Eugene E. Evans, Department of Business Administration
Dr. Charles T. Hays, Department of Accounting
Dr. Charles Henrickson, Department of Chemistry
Mrs. Helen S. Kelley, Department of Home Economics and Family Living
Dr. David Shannon, Department of Educational Administration and Foundations
Dr. William H. Stroube, Associate Dean, Ogden College of Science and Technology
Mr. James B. Tomes, Department of Personnel Services
Dr. Ronald A. Veenker, Department of Philosophy and Religion
Mrs. Eunice Wells, Division of Library Services

Committee to Study Faculty Participation

On September 10, 1975, I directed a memorandum to the individuals listed below, requesting that they serve on a committee to "study the ways and means through which members of the faculty participate in the development and formulation of academic policy recommendations, to identify alternatives by which faculty members may effectively express their reasoned recommendations and advice, and to recommend a plan for achieving the objectives of more effective participation and improved communications."

The following individuals serve on the Committee on Faculty Participation:

Dr. Delbert Hayden, Cochairman; Department of Home Economics
and Family Living
Dr. James L. Davis, Cochairman; Dean of Faculty Programs
Mr. William E. Bivin, University Attorney

Members of the Committee on Faculty Participation (Continued)

Dr. Leonard D. Brown, Department of Agriculture
Dr. Raymond L. Cravens, Vice President for Academic Affairs
and Dean of the Faculties
Dr. Elsie J. Dotson, Department of Psychology
Dr. Gene C. Farley, Department of Educational Administration
and Foundations
Dr. Jack O. Hall, Jr., Department of Accounting
Dr. Lowell H. Harrison, Department of History
Dr. Carl Kreisler, Department of Educational Administration
and Foundations
Dr. J. T. Sandefur, Dean, College of Education
Dr. H. E. Shadowen, Department of Biology
Dr. Jack W. Thacker, Jr., Department of History
Miss Lysbeth Wallace, Department of Art
Mrs. Eunice Wells, Library Services
Dr. Randy York, Department of Mathematics and Computer
Science

The committee has commenced its work and has completed a survey in the form of a questionnaire designed to ascertain faculty interest on certain items.

University Task Force on Institutional Planning

As you may recall, I also made reference to the plans that were under way for the establishment of the organizational structure through which the University could give focused, systematic attention to long-range, comprehensive institutional planning. The plan, which will include the establishment of a University Task Force on Institutional Planning, is attached as Exhibit II.

Dr. J. T. Sandefur has been asked to serve as the Chairman of the University Task Force on Institutional Planning, and the organizational structure is being developed in accordance with the format adopted by the Council on Public Higher Education. The basic organizational structure for the University Task Force on Institutional Planning is currently being developed, with the basic structure designed according to the attached organizational chart. In the initial phase of this process, prime consideration will be given to the basic components or areas in which special subcommittees of the Task Force will be appointed. These will be the Subcommittee on Academic Planning, the Subcommittee on Fiscal Planning, and the Subcommittee on Facilities Planning. As the planning process develops, it will be necessary to integrate into the organizational structure of the plan other elements such as support services, student services, and other aspects of the University.

It is obvious that this endeavor is of utmost importance in the life of the University; and one of the goals for which we will be working will be the development of a comprehensive, sound long-range institutional plan that we hope to submit to the Board of

November 6, 1975

Regents for consideration by July, 1976. The planning format will be in accordance with the statewide plan adopted by the Council on Public Higher Education and issued by the Council to each of the eight institutions of public higher education.

THANKSGIVING HOLIDAYS

Classes will be dismissed at 12:40 p.m. and offices will close at 4 p.m. on Wednesday, November 26, for Thanksgiving Holidays. Classes will resume and offices will reopen at 8 a.m. on December 1.

Dero G. Downing
President

Attachments



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY

October 14, 1975

Office of the Dean
Ogden College of Science and Technology

MEMORANDUM TO: President Dero G. Downing

FROM: W.H. Stroube, Chairman *W.H. Stroube*

SUBJECT: Progress Report from Special Committee on Retirement Systems

The committee at the initial meeting decided the charge given it involved two items - (1) to determine faculty preference for potential legislation to enable more equitable and varied retirement considerations and (2) to study and determine faculty opinions on various possible retirement plans. The committee then decided to approach item (1) initially inasmuch as time seemed to be more critical and that item (2) might be merely an academic exercise unless appropriate enabling legislation is enacted.

The committee prepared a memorandum to the faculty and attached supporting information from the consultant report to the Council on Public Higher Education. In addition, a form containing three recommendations, for which enabling legislation should be requested, was attached to the informational material. The faculty was requested to return this form indicating agreement or disagreement with the recommendations.

Recommendation 1 - An alternative retirement system is desirable. It was felt that legislation should be enacted to allow Western Kentucky University to study available retirement plans, determine which one(s) would best suit the faculty, and then negotiate for that system(s). According to an opinion from Mr. Bivin (attached), enabling legislation would be necessary.

Faculty Response to Recommendation 1-

Agree 284 (88.8%) Disagree 36 (11.2%) Total 320

Recommendation 2 - If an alternative system is developed, current faculty should be allowed the following options.

- remain in the Kentucky Teacher Retirement system (KTRS)
- withdraw from KTRS and participate in a new system
- retain vested interest in KTRS and pick up new plan

This recommendation would "grandfather" current employees and not penalize them. If an option of systems was authorized both old and new employees might be allowed to choose which plan to adopt.

Faculty Response to Recommendation 2-

Agree 308 (98.4%) Disagree 5 (1.6%) Total 313

Recommendation 3 - In order for the faculty of the University to be put in an equitable position with other Kentucky institutions of public higher education, faculty members should contribute 5% of their salary toward retirement and the employer at least 10%. This recommendation was made on the basis of current contributions of five and ten percent of salaries by the employee and employer respectively in certain other public institutions of higher education in Kentucky. It was felt that all institutions should have equal levels of employee and employer contributions. According to Mr. Biven's interpretation, enabling legislation would be necessary for Western to contribute any portion of the employee's obligation to KTRS. It was felt that even if recommendations 1 and 2 become realities, persons continuing in KTRS should receive equitable treatment and legislation allowing the institution to contribute a portion of the 7.7% employee obligation should be enacted. (Example: if a 5% employee/10% employer plan becomes available through another system, the University would pay 2.7% and the employee 5% if retaining KTRS.)

Faculty Response to Recommendation 3-

Agree 300 (96.8%) Disagree 10 (3.2%) Total 310

Two persons returning forms did not respond to any of the recommendations, making a total of 322 returns. The discrepancies in the total responses to different recommendations resulted from failure of some individuals to indicate their feeling on all three statements.

These responses indicate that a decided majority of the faculty favor enabling legislation recommendations that will allow Western Kentucky University the opportunity to consider various retirement systems, retain the option to remain in KTRS or choose a new plan if it becomes available and to provide equitable funding regardless of the plan utilized.

The committee expects to make a study of the plans available in Kentucky and furnish additional information to the faculty. It is expected that some expression of interest and/or preference will be solicited from the faculty to give guidance for further action as it becomes desirable. We have asked Mr. Tomes to secure what information he can on current retirement programs at U.K., U. of L. and NKSC. We hope to use these in comparative studies with KTRS.

President Downing
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October 14, 1975

Another problem we have is in relation to the Kentucky Employees Retirement System (KERS). Mr. Tomes is the only one on the committee with any substantial contact with this system. As a committee, we will make a study of the system on the same comparative basis as with KTRS. However, as the employees at WKU covered by this system are mostly not within the same sub-administrative units as is the faculty, it is felt that a different committee should be established to study their needs and preferences. We would like some guidance in this matter.

Please contact me if you have questions or wish to discuss any portion of this preliminary report.

WHS:kdm

cc: Dr. Evans	Dr. Shannon
Dr. Hays	Mr. Tomes
Dr. Henrickson	Dr. Veenker
Mrs. Kelley	Mrs. Wells
Mr. Greeley	

Enclosures

UNIVERSITY TASK FORCE ON INSTITUTIONAL PLANNING

I. Introduction

The comments which I made at the convocation of the faculty and staff on August 22 included reference to the establishment of certain committees to engage in activities of major importance to the University. One such item of importance is the need for focused systematic attention to long-range comprehensive planning. The major components to be considered have been identified as academic, facilities, and financial.

In some instances there has been extensive academic planning at the departmental and/or college levels; however, university-wide academic planning has to a great extent been more associated with the accreditation and self-study processes. Such focused systematic attention has been given in recent years to development of the existing campus master plan for long-range development of physical facilities. Financial planning has been substantially confined to the shorter-range process of developing each succeeding biennial budget request and the internal annual operating budget.

Accordingly, I am establishing a President's Task Force to develop recommendations to me concerning a comprehensive long-range institutional plan. The Task Force will give focused attention to all three (3) components by the development of:

- (1) Academic Master Plan
- (2) Facilities Master Plan
- (3) Financial Master Plan

The Task Force combines overall leadership under the general direction of the President and elected faculty participation. Specific requirements are made for active participation by and for continuing liaison and communications with university administrative or operational officials. It will be noted from the description below that effective participation by the teaching faculty, the student body, and the operational administrative officials is assured.

I view this undertaking to be of the utmost importance in the life of the University, and I hope that as an outgrowth of this effort we will have a sound, long-range institutional plan for submission to the Council on Public Higher Education by July, 1976.

II. Organization for University Planning

The organization of a Task Force for University Planning is a significant occurrence in the life of the University. It is generally accepted that the planning function is of critical importance to institutions of higher education. The Task Force

has significant responsibilities in its role as a forum for analyses of present and future University needs and in the preparation of institutional master plans in the academic, fiscal, and facilities areas in keeping with the recommendation of the Council on Public Higher Education. It is also in accordance with the Report of the Visiting Committee of the Southern Association of Colleges and Schools.

Planning, to be effective, must (1) have leadership and emphasis from the highest level of the University; (2) identify the goals and objectives of the University; (3) specify actions designed to attain the goals and objectives; (4) involve a systematic approach and the involvement of the total University; (5) be dependent on accurate data; (6) be dependent on a spirit of cooperation from all participants, and (7) be flexible enough to respond to unanticipated needs or developments.

The organizational plan for the University Task Force on Institutional Planning described in the following paragraphs is indicative of the above-listed principles. Particularly, the plan demonstrates an awareness of the need for involvement of the total University and the flexibility necessary to utilize the expertise and knowledge of those who can best contribute to the planning of the University.

The organizational plan prescribes the establishment of three planning levels: the department, the college, and the university.

1. The Departmental Planning Committee. The departmental faculty will serve as a committee of the whole for departmental planning purposes. The department head will serve as an ex officio member and as chairman of the committee. Developmental plans in the academic, fiscal, or facilities area may originate at the departmental level and be advanced to the college level via this committee. Developmental plans originating at some other source but which affect the department or impact on it in some way will be referred to the committee for discussion and recommendations. The Departmental Planning Committee will elect one of its membership, an individual holding professorial rank at or above that of an assistant professor, to represent the committee on the College Planning Council.
2. The College Planning Council will be composed of the elected representatives from the Departmental Planning Committee. The Dean of the College will serve as an ex officio member and as chairman of the Council. The dean may, at his discretion, appoint no more than two additional members from the college-at-large to assure an appropriate balance of expertise and

knowledge. Developmental plans for the college may emanate from or be referred to this Council. The primary responsibility of the Council is to review, evaluate, and coordinate plans advanced from departmental planning committees. Recommendations from this Council will be referred to the University Task Force. The College Planning Council will elect one of its membership to serve on the University Task Force for Institutional Planning.

3. The University Task Force for Institutional Planning will be composed of the elected representatives from each of the five college faculties, one elected representative from Academic Services, one elected/appointed representative from the Associated Student Government, and a chairman appointed by the President. The President may, at his discretion, appoint up to three additional members from the university-at-large to assure appropriate expertise or knowledge.

The Task Force will be authorized to determine the need for subcommittees and to recommend their membership to the President who will create the subcommittee and appoint the membership. It is anticipated that a minimum of three subcommittees will be needed: (1) a subcommittee for an Institutional Academic Master Plan; (2) a subcommittee for a Fiscal Master Plan, and (3) a subcommittee on a Facilities Master Plan. As the work of the Task Force progresses, additional subcommittees may be established or representation on the existing committees will be broadened to assure adequate involvement and participation from those in the areas of student affairs and academic services. The chairman of each subcommittee will be an elected member of the Task Force or an appointee of the President to the Task Force. The appropriate vice presidents will be appointed to serve on the subcommittees in an ex officio capacity.

The University Task Force on Institutional Planning will recommend to the President appropriate courses of actions relative to institutional planning and implementation of plans. It will review the goals and mission statement of the University and serve all other planning functions authorized by the President.

The organizational chart on the following page presents a schema of the proposed committee structure. It should be noted that the Management Resources Office is seen both as a source of data and a facilitating agency for the work of the Task Force.

